

Town Manager's Monthly Report for January 2020



TOWN MANAGER'S UPDATE ...

- Attended the following Committee/Council meetings:
 - Audit Committee – January 7, 2020
 - Council Meeting (Executive Session) – January 10, 2020
 - Council Workshop (Mutual Aid Agreement) – January 10, 2020
 - Ad-hoc Commercial District Planning Committee – January 22, 2020
 - Council Meeting – February 24, 2020
- Attended the SCAT Meeting on January 8, 2020 at Baywood.
- Attended the DLLG Meeting and moderated a discussion panel on Work-Life Balance on January 23, 2020.
- Attended the ACT Meeting in Fenwick Island on January 24, 2020.
- Attended the kick-off meeting for sidewalks with Century Engineering on January 28, 2020.
- Attended Supervisor Training Final Planning Meeting at Kent County on January 29, 2020.
- Attended conference call for ICMA Board Membership Committee on January 31, 2020.

UPDATES FROM DEPARTMENTS

Sidewalks

- \$496,266 for replacement of six blocks of sidewalk was included in the State's bond bill. Representative Gray was instrumental in accomplishing this. This amount will need to be approved by the State Legislature.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway sidewalks.
- We have received approval from the State to begin work.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY21 to FY26 DeDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.
- We are seeking proposals for engineering work on a five-block sidewalk project scheduled to begin in Fall of 2020.
- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We recommended the Century Engineering proposal be accepted.
- Kick off meeting was held on January 28, 2020.

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Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.
- A kick-off meeting with Anchor QEA and Freeman and Company was held on October 16, 2019.
- The site visit was held on October 28, 2019.
- Engineering work is currently being conducted.

Streets

- Micro-surfacing was completed in May. Invoices will not be paid until the punch list items are complete.
- We are experiencing some issues with the micro-surfacing and we are investigating remedies with Kercher Engineering and APS (the construction company).
- Met with a representative of the T2 Center with University of Delaware IPA to review the condition of the newly micro surfaced streets. The representative agreed we have pervasive surface marks, surface loss, gaps in longitudinal joints, edge variances, rutting in the wheel path, and joints do not appear neat and uniform.
- Mike Biaocco, Mike Locke and I met with a representative from APS on August 5. They will be making repairs to the streets in mid-September 2019.
- APS visited Fenwick Island on September 12, 2019. They will be resurfacing Bunting Avenue completely and re-paving major portions of the other areas. Some of the deterioration is due to a bad asphalt mix.
- APS performed repair work on October 18, 2019.
- Toured the project on November 6, 2019. We are not completely satisfied with the work performed on Bunting Avenue. We have notified Kercher and are withholding final payment until the issue is resolved.

2019 Audit

- Audit engagement letter was signed with PKS as per the contract.
- PKS completed on-site work the week of October 7, 2019.
- Presentation to the Audit Committee was planned for December 2019.
- Council presentation occurred on January 24, 2020.

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Updating of the Employee Handbook Policies, and Job Descriptions

- Our intern this summer updated our Employee handbook, educational reimbursement policy, social media policy and our job descriptions. This information will be reviewed with Council for approval at a future date.